

POLICY NAME _____

Disclaimer – This model policy was prepared to assist Maryland Smart Energy Communities adopt a policy related to energy efficiency. The policy is for illustrative purposes and may be modified.

A POLICY DECLARING THE TOWN/CITY/COUNTY OF (COMMUNITY NAME)'S INTENT TO TAKE A LEADERSHIP ROLE IN REDUCING ELECTRICITY CONSUMPTION WITHIN (COMMUNITY NAME), PARTNERING WITH THE MARYLAND ENERGY ADMINISTRATION, AND ENROLLING AS A MARYLAND SMART ENERGY COMMUNITY.

WHEREAS, by adhering to the Maryland Energy Administration's Smart Energy Communities Program the town/city/county of (COMMUNITY NAME) has committed to being a socially responsible leader by decreasing its electricity consumption; and

WHEREAS, the town/city/county of (COMMUNITY'S NAME) recognizes that by smartly investing in energy efficiency, it can have significant monetary savings in the long term;

NOW, THEREFORE, THE (COMMUNITY NAME) TOWN/CITY/COUNTY COUNCIL RESOLVES TO ADOPT THE FOLLOWING GOALS AND COMPLETE THE FOLLOWING INITIATIVES LISTED BELOW:

Section 1: PURPOSE. The purpose of this policy is:

- To become a Maryland Smart Energy Community by enrolling within the program and following the instructions provided by the State of Maryland.
- To establish the goal of reducing per-square-foot electricity consumption by 15 percent relative to the baseline within 5 years of the baseline year.
- To report electricity consumption and progress towards the goal annually to the Maryland Energy Administration in order to assure that the town/city/county of (COMMUNITY NAME) accomplishes said goals in a timely fashion.

Section 2: DEFINITION. For the purpose of this policy, the following terms shall have the meaning given:

- a) *Electricity Consumption* – The amount of megawatt-hours (MWhs) purchased by (City/Town name) on a CY basis excluding electricity purchased for streetlights and for buildings owned by (City name), but paid for by a building lessee.
- b) *Building Space* – The amount of gross square feet (GSF) of building space owned by the (City/Town) AND for which electricity is paid by the (City/Town).
- c) *Per-square-foot-electricity consumption* – Electricity consumption (in MWhs) divided by building space (in GSF) calculated on an annual CY basis.
- d) *Baseline* – Per-square-foot-electricity consumption (MWhs/GSF) in a pre-determined baseline year.

- e) *Baseline Year* – (City/County) selects CY 20XX as its baseline year (*2009 is the earliest allowed*).

Section 3: GUIDELINES

The (City/Town/County) will maintain an annual electricity consumption inventory for all (City/Town/County) owned buildings and other entities captured in the initial baseline. This annual inventory will be conducted using Energy Star Portfolio Manager or similar tool and will be provided to the Maryland Energy Administration by April 1 annually.

Inventory Reporting

The following information shall be included in an annual inventory of community electricity consumption and provided to the Maryland Energy Administration:

Building Type and Address	Building Size	Electricity - Conventional	Electricity - Renewable Energy	Total MWh	Electricity Consumption Intensity
	Square Feet				Total MWh/SF
<i>Example: Town Hall</i>					
<i>Example: Police Station</i>					
<i>Add Bldg</i>					
<i>Add Bldg</i>					
Subtotal for Buildings					
<i>Example: Drinking/Wast ewater Treatment Plant(s)</i>					
<i>Example: Pumping in Aggregate</i>					
Total					

Plans and Implementation

The town/city/county will additionally establish an Energy Reduction Plan. The plan will outline the process and include a timetable of execution by which the town/city/county of (COMMUNITY NAME) will accomplish designated tasks in order to reach their goal. (COMMUNITY NAME) will implement the necessary

projects laid out in their Energy Reduction Plan in order to meet the goal outlined in this policy.

Questions/Enforcement

All inquiries should be directed to the person responsible for implementing this policy. The Community Energy Manager and/or their designee will implement this policy.

Applicability

This policy applies to all departments of the (Town/City/County) with the exception of the exclusions outlined in the definitions above.

Section 4: EFFECTIVE DATE

This policy shall be effective immediately.

Date

(Mayor's/County Executive's Name)

Town/City/County Energy Efficiency Policy	
Original Proposal Date	
Revision Date	
Adoption Date	
Effective Date	

POLICY NAME _____

Disclaimer – This model policy was prepared to assist Maryland Smart Energy Communities adopt a policy related to renewable energy. The policy is for illustrative purposes and may be modified.

A POLICY DECLARING THE CITY OF (COMMUNITY NAME)'S INTENT TO TAKE A LEADERSHIP ROLE IN RENEWABLE ENERGY GENERATION WITHIN (COMMUNITY NAME), PARTNERING WITH THE MARYLAND ENERGY ADMINISTRATION, AND ENROLLING AS A MARYLAND SMART ENERGY COMMUNITY.

WHEREAS, by adhering to the Maryland Energy Administration's Smart Energy Communities Program the town/city/county of (COMMUNITY NAME) has committed to being a socially responsible leader by increasing control of its own renewable energy production; and

WHEREAS, the town/city/county of (COMMUNITY'S NAME) recognizes that by smartly investing in renewable energy, it can have significant monetary savings in the long term;

NOW, THEREFORE, THE (COMMUNITY NAME) TOWN/CITY/COUNTY COUNCIL RESOLVES TO ADOPT THE FOLLOWING GOALS AND COMPLETE THE FOLLOWING INITIATIVES LISTED BELOW:

Section 1: PURPOSE. The purpose of this policy is:

- To become a Maryland Smart Energy Community by enrolling within the program and following the instructions provided by the State of Maryland.
- To reduce conventional centralized electricity generation serving local government buildings by meeting 20 percent of those buildings' electricity demand with distributed, renewable energy generation by 2022.
- To develop and initiate a Renewable Energy Action Plan to map out how the community will reach its Renewable Energy Goal.
- To report electricity consumption and renewable generation capacity annually to the Maryland Energy Administration in order to assure that the town/city/county of (COMMUNITY NAME) accomplishes said goals in a timely fashion.

Section 2: DEFINITION. For the purpose of this policy, the following terms shall have the meaning given:

- a) Renewable Energy – Energy generated from anyone of the following sources: solar, wind, biomass (excluding saw dust), methane from anaerobic digestion of organic materials, geothermal, ocean, fuel cells powered by methane or biomass, poultry litter, and waste-to-energy facilities.
- b) Electricity Consumption – The amount of megawatt-hours (MWhs) consumed by (COMMUNITY NAME) on a CY basis excluding electricity consumed for streetlights and for buildings owned by (COMMUNITY NAME), but paid for by a building lessee.
- c) Renewable Energy Action Plan – Provides details on current and future electricity consumption, estimates required renewable energy production to meet 20 percent of said energy consumption, and designs plans with detailed installation measures and time tables that enable the town/city/county to reach its 2022 goal.

Section 3: GUIDELINES.

The town/city/county of (COMMUNITY NAME) will maintain an annual electricity consumption inventory for all (COMMUNITY NAME) owned buildings and energy consuming entities. This annual inventory will be conducted using Energy Star Portfolio Manager (or equivalent energy management program previously approved by the Maryland Energy Administration), the results of which will be presented to the Maryland Energy Administration by no later than April 1st of each year until the completion of said goals are accomplished.

Inventory

The following information shall be included in an annual inventory of community electricity consumption and provided to the Maryland Energy Administration:

Building Type and Address	Building Size	Electricity - Conventional	Electricity - Renewable Energy	Total MWh	Electricity Consumption Intensity
	Square Feet	MWh	MWh		Total MWh/SF
<i>Example: Town Hall</i>					
<i>Example: Police Station</i>					
<i>Add Bldg</i>					
<i>Add Bldg</i>					
Subtotal for Buildings					
<i>Example: Drinking/Wast ewater Treatment Plant(s)</i>					
<i>Example: Pumping in Aggregate</i>					
Total					

The (COMMUNITY NAME) will additionally conduct a Renewable Energy Action Plan to assess the amount of renewable energy that currently exists within (COMMUNITY NAME). Any currently existing renewable energy will be included within the 20 percent reduction goal. For example, if the city determines from the Renewable Energy Action Plan that it already meets 3 percent of its energy consumption needs with renewable energy, only an additional 17 percent of renewable energy production would be required in order to meet the city's final goal.

Finally, the city will implement the necessary projects in order to ensure that a minimum of 20 percent of local government building's energy consumption is supplemented by locally generated renewable energy sources by the year 2022.

Questions/Enforcement

All inquiries should be directed to the person responsible for implementing this policy. The Community Energy Manager and/or their designee will implement this policy.

Applicability

This policy applies to all departments of the (Town/County/City) with the exception of the exclusions outlined in the definitions above.

Section 5: EFFECTIVE DATE

This policy shall be effective immediately.

Date

(Mayor's/County Executive Name)

Town/City/County Energy Efficiency Policy	
Original Proposal Date	
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